



CITY OF HOUSTON

Job Posting

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| 1 | TN | Applications accepted from: | All Persons Interested |
| 2 | Job Classification | | PROJECT TECHNICIAN II |
| 3 | Posting Number | | PN# 109319 |
| 4 | Department | | Public Works & Engineering Department |
| 5 | Division | | Right-of-Way Maintenance Division |
| 6 | Section | | Technical Services |
| 7 | Reporting Location | | 611 Walker – 20th Floor * |
| 8 | Workdays & Hours | | 7:00 a.m. – 4:00 p.m. M – F * |
| | | | *Subject to change |
| 9 | <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Assures the accuracy of reports and requests from other departments and agencies for street resurfacing. Conducts field investigations and prepares reports detailing the conditions of city streets and rights-of-way. Prepares and maintains documentation logs, records and drawings. Resolves problems among other departments. | | |
| 10 | <u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending and lifting of roll goods of up to 25 (twenty-five) pounds. | | |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's Degree in Engineering, Drafting, Designing or a closely related field. | | |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of related experience, such as engineering, drafting and/or designing are required. | | |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2). | | |
| 14 | <u>PREFERENCES</u> Preference will be given to applicants with knowledge of survey operations, FIMS, CIPIMS and MS office applications. | | |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> Application review and interview. | | |
| 16 | <u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. | | |
| 17 | <u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div><div>\$824- \$1,154 Biweekly</div><div><u>Salary Range - Pay Grade 13</u> \$21,424 - \$30,004 Annually</div></div> | | |
| 18 | <u>OPENING DATE</u> | March 8, 2006 | |
| 19 | <u>CLOSING DATE</u> | March 14, 2006 | |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st floor. For application status inquiries, please call (713) 837-7521. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number is (713) 837-9471. | | |
| An equal opportunity employer | | | |